South Bruce OPP Detachment Board
Tuesday, May 12, 2026 - 11:00am

MEETING MINUTES

Members Present:	Tim Elphick, Board Chair, Municipality of Brockton Nigel Van Dyk, Board Vice-Chair, Municipality of South Bruce Moiken Penner, Municipality of Arran-Elderslie Don Murray, Township of Huron-Kinloss Stellina Williams, Municipality of Kincardine Margaret Visser, Community Representative
Staff Present:	Keegan Wilcox, Inspector, South Bruce OPP Detachment
Board Secretary:	Paula Culbert
Regrets:	Joe Dietrich, Community Representative

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1. **Call to Order**

Chair Tim Elphick called the meeting to order at 11:05 a.m.

2. **Disclosure of Conflict of Interest and/or Pecuniary Interest and General Nature Thereof**

None.

3. **Approval of Agenda**

3.1 May 12, 2026 – Meeting Agenda

Moved by: Don Murray

Seconded by: Moiken Penner

"That the agenda for the South Bruce OPP Detachment Board Meeting dated May 12, 2026 be received and adopted." ***CARRIED***

4. **Approval of Past Minutes**

4.1 SBODB Meeting Minutes – February 3, 2026

Moved by: Nigel Van Dyk

Seconded by: Moiken Penner

"That the SBODB Meeting Minutes of February 3, 2026 be approved as amended." ***CARRIED***

4.2 SBODB Special Meeting Minutes - February 26, 2026

Moved by: Moiken Penner

Seconded by: Don Murray

"That the SBODB Special Meeting Minutes of February 26, 2026 be received as amended."
CARRIED

5. Business Arising from Previous Minutes

5.1 2026 Budget – Update on Letter to Municipalities

Chair Tim Elphick provided a verbal report that the $5,000 Budget contribution per Municipality for the calendar year 2026 has been confirmed. Each Municipality was issued a letter following the last Board meeting.

Action item: SBODB Secretary-Treasurer to invoice each Municipality directly for the outstanding amount owing for calendar year.

5.2 Bank Account Update

Chair Tim Elphick confirmed that the SBODB officially has a Community Bank Account with the Toronto Dominion Bank. He also confirmed that signatories are in place; Board Chair, Board Vice-Chair and the Secretary-Treasurer. All transactions will require two (2) signatories to sign. We will be working with the Municipality of Brockton to transfer current SBODB funds into this account.

5.3 SBODB Logo Update

The Board discussed the draft logo and Board Member Stellina Williams reported on progress made with alternative variations. The Board preferred any logo to be simplistic and possibly include a tag line or mission statement. Stellina will gather any further feedback and bring forward options at the next meeting.

6. Statement of Accounts

6.1 Financial Report

The Secretary-Treasurer provided a financial report of the current financial position.

Moved by: Don Murray

Seconded by: Nigel Van Dyk

"That the SBODB Financial Report dated May 7, 2026 be approved as presented ."
CARRIED.

Action item: To obtain Certificate of Insurance from OAPSB for 2026 calendar year.

6.2 Secretary-Treasurer Expenses

Chair Tim Elphick reviewed with the Board the expenditures and associated disbursements incurred in accordance with our independent contractor agreement. Invoices have been received by the Board for payment of such activities.

Moved by: Nigel Van Dyk

Seconded by: Moiken Penner

"That the expenses submitted by the Secretary-Treasurer for the period of October 8, 2025 through May 01, 2026 in the amount of $1,385.95 be approved as submitted." ***CARRIED.***

7. Reports

7.1 Detachment Commander Report – Q1 2026

Inspector Keegan Wilcox presented to the Board for the period January to April 2026.

Moved by: Moiken Penner

Seconded by: Stellina Williams

"That the South Bruce OPP Detachment Board receives the Detachment Commander's Report." ***CARRIED***

7.2 Detachment Commander Action Plan Update

Inspector Keegan Wilcox reported that the Detachment Commander Action Plan Update is being finalized prior to release to the public. The approved report will be brought to a future meeting.

7.3 Procedural By-Law Update

Chair Tim Elphick advised that the changes made to the 2025 Bylaw amendments were reviewed but there was no available record that they were approved by the Board. A copy of the Bylaw revisions were circulated to the Board and the amendments were noted, including to quorum being based on members "duly appointed", delegations of the same nature required the prior approval of the Chair, process for Motion for Reconsideration, and a timeline to review the Bylaws of once every four (4) years.

Moved by: Don Murray

Seconded by: Margaret Visser

"That the Bylaws hereby be amended and adopted as presented." ***CARRIED***

8. Correspondence

8.1 Municipality of Arran-Elderslie Letter – March 20, 2026

Chair Tim Elphick acknowledged the correspondence received from the Municipality of Arran-Elderslie on March 20, 2026. The Board discussed in further detail and the consensus is that the Board must operate for a number of years to determine the true operational costs. The Board is responsible for any legal or professional services costs. Any changes to the yearly municipal contribution should be dealt with as part of the budget. A response letter acknowledging receipt of the communication from the Municipality of Arran-Elderslie will be sent by Chair Tim Elphick. No further action required at this time.

9. Closed Session

Moved by: Moiken Penner

Seconded by: Don Murray

"That the Board hereby enter into Closed Session at 12:21pm in order to address matters pertaining to:

- Section 44(2)(k) information that Section 8 of the Municipal Freedom of Information Act would authorize a refusal to disclose if it were contained in a record"
  CARRIED

Moved by: Nigel Van Dyk

Seconded by: Margaret Visser

"That the Board return to Open Session at 12:33p.m." ***CARRIED***

10. New Business

10.1 Low Speed Vehicles/E-Scooters

The Board discussed Low Speed Vehicles and E-Scooters and how community engagement by the South Bruce OPP may be beneficial regarding safety issues.

11. Next Meetings

- September 1, 2026 - Municipality of Arran-Elderslie
- November 3, 2026 - Municipality of Kincardine

12. Adjournment

Moved by Don Murray

"That the meeting be adjourned at 12:46 p.m." ***CARRIED***

Board Chair

Secretary